CATALOG ADDENDUM
2014-2015
Published March 2015
Revised March 26, 2015

Quality higher education in a caring and supportive learning environment

Accredited by the Higher Learning Commission
www.ncahlc.org (312) 263-0456
Learner Services

Americans with Disabilities Act Policy - Undergraduate/Graduate

Requesting an Accommodation
All inquiries and requests for accommodation should be submitted to the Associate Provost and System Vice President for Campus Academic Operations System ADA Coordinator, who serves as a resource for students with disabilities, verifies and maintains documentation, considers accommodation requests, and determines reasonable accommodations.

Dr. Michael Bell  
Dr. Meg Whiston  
Associate Provost and System Vice President for Campus Academic Operations  
System ADA Coordinator  
National American University  
5301 S. Highway 16, Rapid City, SD 57701  
Telephone: (913) 302-8863 (605) 721-5328 | Fax: (605) 721-5241  
mcbell@national.edu mwhiston@national.edu

Student Concerns

Maryland  
Maryland Attorney General  
Consumer Protection Division  
200 St. Paul St.  
Baltimore, MD 21202  
Phone: Toll Free (888) 743-0823 or (410) 528-8662

Academics

Grade Appeal Grievance Policy
Grade appeals may be filed in circumstances in which a student believes there is a grade entry or computational error, or in instances in which the student believes that a grade was awarded in an arbitrary or capricious manner. Arbitrary and capricious includes but is not limited to:

• Instances in which the grade was awarded using criteria not outlined in the course syllabus or policies established for the class.
• Instances in which the grade was awarded for purposes other than academic merit, such as under favoritism, discrimination, or in instances where policies outlined in the syllabus or classroom have not been followed.

Grades submitted by faculty at the end of each quarter are not subject to revision on the basis of additional work or a new examination. Grade appeals may not be filed for sanctions imposed under the academic integrity or student conduct policy.

If a student questions a final grade, the student should first discuss the grade with the instructor and the academic dean. If the student still believes the grade is not appropriate, the student may request a hearing before a Grade Review Committee. The request for a hearing must be submitted prior to the end of the term following the term in which the grade was issued. Work submitted beyond the due date for an incomplete grade is considered a student initiated appeal and requires the Campus Grade Review Committee to determine whether or not a grade change should be submitted.

Incomplete Policy - Undergraduate
A student may request an incomplete grade ("I") if the student did not complete all requirements of the course at the time grade reports are submitted. The student must also demonstrate that extenuating circumstances prevent completion of the coursework. Examples of extenuating circumstances include the death of a relative, serious injury or illness of the student, or other special circumstances. Documentation must be provided to verify qualifying extenuating circumstances.

Incomplete grades and arrangements for the completion of course work must be approved prior to the end of the course. If granted an incomplete grade, the student will be allowed a four-week extension from the end of the course to complete missing coursework. In circumstances of military deployment or natural disasters, students may request up to a year from the end of the course to complete their coursework (see the Military Deployment and Natural Disaster Academic Accommodation policies for more information). The Satisfactory Academic Progress (SAP) for the purpose of determining financial aid eligibility will not be evaluated for students who receive an incomplete grade until the incomplete grade has been converted to a final grade.
Students who do not complete all requirements of the course at the time of grading may receive an incomplete grade for the course. Incomplete grades will be given only when unusual circumstances beyond the student’s control prevent completion of the work in a particular course. Incomplete grades and arranging for the completion of course work must be approved by the instructor prior to the end of the course. In the absence of extenuating circumstances, remaining course work must be completed within four weeks after the end of the course.

Special Student Status
Special status students at National American University (NAU) are those students who wish to take NAU courses, but who are not seeking a degree from the university. These students may be pursuing courses for their own personal interest, for transfer to another institution, for career advancement, or in preparation to apply to the university for a new degree program. Prospective special status students must meet the educational requirements specified. Prospective special status students must indicate that they are non-degree seeking on the application and must meet the educational requirements specified. Some courses are available only to degree-seeking students. The Dean of the College or the Provost may approve exceptions.

If at some point special status students wish to become degree-seeking, they must complete the university’s entry process, including entry testing and placement as applicable, and must complete all required courses and their prerequisites per university policy. Special status students who become degree seeking must complete the university’s entry process, including entry testing and placement as applicable, and must complete all required courses and their prerequisites per university policy.

National American University does not offer financial aid to special status students.

Academic Programs

Academic Programs by Location
Nursing BSN is not offered at the Rochester, Minnesota location.

Allied Health

Medical Administrative Assistant: Associate of Applied Science Degree
94 Credits
Offered through NAU's distance learning program. Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Georgetown, Indianapolis, Minnetonka, Rapid City, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West.

Business

Business Administration: Bachelor of Science with Emphasis in Accounting
180 Credits
Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs South, Denver, Ellsworth, Garden City, Georgetown, Independence, Indianapolis, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, Weldon Spring, Wichita, and Wichita West. This program is also offered through NAU’s distance learning program. Some of the courses in this program may be offered only through NAU's distance learning program.

Management: Associate of Applied Science
93 Credits
Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Garden City, Georgetown, Houston, Independence, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tigard, Tulsa, Watertown, Weldon Spring, Wichita, Wichita West, and Zona Rosa. This program is also offered through NAU’s distance learning program.

Management: Bachelor of Science
180 Credits
Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bellevue, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Houston, Independence, Indianapolis, Lee’s Summit, Lewisville, Mesquite, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tigard, Tulsa, Watertown, Weldon Spring, and Zona Rosa. This program is also offered through NAU’s distance learning program.

National American University School of Nursing

**Bachelor of Science in Nursing Program**
The following items must be submitted with the application (the cost of the items is the student’s responsibility):

- Prior to applying to the nursing program clinical core, students must meet with the financial service representative at the respective campus to discuss program costs. This advising session will be documented in the student application packet.

**Associate of Science in Nursing**
The following must be submitted with the application (the cost of the following items is the student’s responsibility):

- Prior to applying to the nursing program clinical core, students must meet with the financial service representative at the respective campus to discuss program costs. This advising session will be documented in the student application packet.

**Organizational Leadership**

**Organizational Leadership: Bachelor of Science**

180 Credits

Offered at Albuquerque, Albuquerque West, Austin, Austin South, Bloomington, Brooklyn Center, Burnsville, Centennial, Colorado Springs, Colorado Springs South, Denver, Ellsworth, Georgetown, Independence, Indianapolis, Lee’s Summit, Lewisville, Mesquite, Minnetonka, Overland Park, Rapid City, Richardson, Rochester, Roseville, Sioux Falls, Tulsa, Watertown, and Weldon Spring. This program is also offered through NAU’s distance learning program.

**Course Descriptions**

EN3050 - Technical Communication - 4.5 Credits
In this course, learners apply the principles of writing and oral presentations used in business and academia to develop a scholarly proposal. Word processing and presentation tools are used to create both a written and oral presentation of their research. Various communication formats and styles are also explored. Learners analyze and incorporate primary and secondary research and display their results and findings through graphic displays.
Prerequisite: EN1300
Delivery: on campus and online

**National American University Directory**

**Central Administration**

**Controller**
Vacant
Curtis Fischer

**System Director for Learner Services**
Meg Whiston

**University Locations**

**Ellsworth Air Force Base Extension**
Campus Director
Vacant
Carlos D. Moore

**Minnetonka Education Center**
Interim Campus Director
Kristin Marthaler, BS, South Dakota State University (2006), Aaron Zellmer.
Rapid City
Senior Campus Director
Vacant, John P. Terry.

Weldon Spring
Campus Executive Officer
Nathan Watson, BA, Central Bible College (2003); MA, Assemblies of God Theological Seminary (2005), Robert Scott Yelton, Jr.

Wichita
Interim Campus Executive Officer
Amber Frost, BS, National American University (2012), Lindy Kralicek.
### General Education Courses

1. Accounting AAS
2. Accounting BS
3. Healthcare Coding Diploma
4. Health Information Technology AAS
5. Medical Administrative Assistant AAS
6. Medical Assisting AAS
7. Medical Staff Services Management AAS
8. Pharmacy Technician AAS
9. Therapeutic Massage AAS
10. Therapeutic Massage Diploma

### Business Administration

1. Business Administration AAS
2. Business Administration BS
3. Business Administration BS w/emphasis in Accounting
4. Business Administration BS w/emphasis in Entrepreneurship
5. Business Administration BS w/emphasis in Financial Management
6. Business Administration BS w/emphasis in Human Resource Management
7. Business Administration BS w/emphasis in Information Systems
8. Business Administration BS w/emphasis in International Business
9. Business Administration BS w/emphasis in Management
10. Business Administration BS w/emphasis in Marketing
11. Business Administration BS w/emphasis in Pre-Law
12. Business Administration BS w/emphasis in Supply Chain Management
13. Business Administration BS w/emphasis in Tourism and Hospitality Management
14. Business Logistics AAS
15. Management AAS
16. Management BS
17. Small Business Management AAS

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1. General education courses for the online RN to BSN program are offered at this campus. HA4050 and the Nursing Major Core must be completed through the distance learning program.
2. General education courses for the nursing program are offered at this campus. The Nursing Clinical Core must be completed at a campus approved to offer the full nursing program.
3. Only 49% of this degree may be completed at the Education Center, the remaining courses must be completed through the online format.
4. Some courses in this program must be taken at other campus locations.

**Effective 3/7/15**
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1 General education courses for the online RN to BSN program are offered at this campus. HA4050 and the Nursing Major Core must be completed through the distance learning program.
2 General education courses for the nursing program are offered at this campus. The Nursing Clinical Core must be completed at a campus approved to offer the full nursing program. Only 40% of this degree may be completed at the Education Center, the remaining courses must be completed through the online format.
4 Some courses in this program must be taken at other campus locations.